

CONFIDENTIAL

23 April 1956

Memorandum For The Record

Letter from R.C. on 15 Feb 1957
Advised to take action on each case
on indicators [redacted] [redacted] 25X
with responsible people.

The following material is held by the Records Center as a service to the Management Staff. This material is located in Area "D", Map Negative Section, Space 21 & 22.

I Incentive Awards Material

1. Reproduction Masters *Retain*

- A. New Year Posters *Retain*
- B. Christmas Posters *Retain*

2. Posters

- A. New Year *Retain*
- B. Christmas *Retain*
- C. Do Not Hoard Good Ideas *Retain*

3 Retain in Feb 57
Serial No. 57-368

of useless records. Retain

II Management Staff Material

1. Reproduction Masters *Retain*

- A. Records Disposition Brochure *Retain*

III Forms Management Material

- 1. Originals and Negatives of OAMA Management Bulletin - *Destroy*
- 2. Originals and Mats and Negatives of Survey Team Reports on Forms Management in the USDA - *Destroy*
- 3. Originals and mats of Forms Work Group Report - *Destroy*
- 4. Negatives for Forms Management Booklet - *Retain - Contact in 1959*
- 5. Negatives for Poster "Orme the Form Says Don't Waste Forms" - *Retain*
Contact in 1959
- 6. Negatives for NSA Forms Management Flyer - *Destroy*
- 7. Negatives for DAF Management Summary Sheet 2nd ARDC/FM Seminar Speech - *Destroy*
- 8. Originals for Form Management - Booklet & Slides - *Retain - Contact in 1959*

IV O & M Staff

- 1. Chart "Distribution of Independent Non-ingranted Personnel Units DD/P
- 2. Chart "Current Intelligence Process Chart (No Date)

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